

State of Hawaii  
Department of Human Services  
Benefit, Employment and Support Services Division  
Employment and Child Care Program Office  
And  
Office of Youth Services

## **Request for Proposals**

### **RFP No. HMS-502-09-01**

“Temporary Assistance for Needy Families (TANF) Teen  
Pregnancy Prevention (Purpose 3) Through Non-School  
Hours Positive Youth Development Programs”

February 6, 2009

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

February 6, 2009

## **REQUEST FOR PROPOSALS**

### **Temporary Assistance for Needy Families (TANF) Teen Pregnancy Prevention (Purpose 3) Through Non-School Hours Positive Youth Development Programs**

#### **RFP No. HMS-502-09-01**

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD) in collaboration with the Office of Youth Services (OYS), is requesting proposals from qualified applicants to provide the services listed above and further described in the attached Request for Proposals (RFP). The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of services sought;
2. Special requirements to be met by provider;
3. The criteria by which qualifying proposals shall be reviewed and rated; and
4. The criteria for monitoring and evaluation contracted services.

One (1) original and three (3) copies of the proposal shall be mailed and postmarked by the United States Postal Service (USPS) on or before midnight, Hawaii Standard Time (H.S.T.) March 18, 2009 or hand delivered no later than **4:30 p.m., Hawaii Standard Time (HST), on Wednesday, March 18, 2009**, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. Deliveries by private mail services such as Federal Express (FedEx) and United Postal Service (UPS) shall be considered hand deliveries. There are no exceptions to this requirement.

All prospective applicants are encouraged to attend the orientation on Wednesday, February 18, 2009 from 1:00 p.m. to 3:00 p.m. HST, at Haseko Center, 820 Mililani Street, 6<sup>th</sup> Floor, Conference Room 2, Honolulu, Hawaii.

Inquiries regarding this RFP should be directed to the RFP contact person, Merton Chinen, Office of Youth Services, 820 Mililani Street, Suite 817, telephone: (808) 587-5700 or (808)587-5712, fax: (808) 587-5734, e-mail: [mchinen@dhs.hawaii.gov](mailto:mchinen@dhs.hawaii.gov).

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

**NUMBER OF COPIES TO BE SUBMITTED:  
ONE (1) ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED**

**ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN March 18, 2009** and received by the state purchasing agency no later than 10 days from the submittal deadline.

### **All MAIL-INS**

State of Hawaii  
Department of Human Services  
Office of Youth Services  
820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813

### **OYS RFP COORDINATOR**

Merton Chinen  
For further information or inquiries:  
Phone: (808) 587-5700  
Fax: (808) 587-5734  
e-mail: [mchinen@dhs.hawaii.gov](mailto:mchinen@dhs.hawaii.gov)

**ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE  
UNTIL 4:30 P.M., Hawaii Standard Time (HST), March 18, 2009.**

**STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF YOUTH SERVICES  
820 MILILANI STREET, SUITE 817  
HONOLULU, HAWAII 96813**

### **BE ADVISED:**

Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received **after 4:30 p.m., March 18, 2009**.

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

### I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	Scheduled Date
Public notice announcing RFP	2/06/09
Distribution of RFP	2/06/09
RFP orientation session	2/18/09
Closing date for submission of written questions for written responses	2/25/09
State purchasing agency's response to applicants' written questions	3/06/09
Discussions with applicant prior to proposal submittal deadline (optional)	2/09-3/09
Proposal submittal deadline	3/18/09
Discussions with applicant after proposal submittal deadline (optional)	3/09-4/09
Proposal evaluation period	3/09-4/09
Provider selection	4/09
Notice of statement of findings and decision	4/09
Contract start date	6/22/09

## II. Website Reference

**The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>**

<b>For</b>	<b>Click</b>
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

### **Non-SPO websites**

**(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)**

<b>For</b>	<b>Go to</b>
8 Tax Clearance Forms (Department of Taxation Website)	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a> click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://capitol.hawaii.gov/">http://capitol.hawaii.gov/</a> click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click "Business Registration"
11 Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.



## IV. RFP Organization

This RFP is organized into five sections:

**Section 1, Administrative Overview:** Provides applicants with an overview of the procurement process.

**Section 2, Service Specifications:** Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

**Section 3, Proposal Application Instructions:** Describes the required format and content for the proposal application.

**Section 4, Proposal Evaluation:** Describes how proposals will be evaluated by the state purchasing agency.

**Section 5, Attachments:** Provides applicants with information and forms necessary to complete the application.

## V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Department of Human Services  
Benefit, Employment and Support Services Division  
Employment and Child Care Program Office  
via Office of Youth Services  
820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813  
Phone: 808-587-5700 Fax: 808- 587-5734**

## VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date: February 18, 2009 Time: 1:00 p.m. – 3:00 p.m.  
Location: Haseko Center, 820 Mililani Street, 6<sup>th</sup> Floor, Conference Room 2,  
Honolulu, Hawaii**

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the

orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

## **VII. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** February 25, 2009 **Time:** 12:00 Midnight HST

State agency responses to applicant written questions will be posted by:

**Date:** March 6, 2009

## **VIII. Submission of Proposals**

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.
  - 1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
  - 2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
  - 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
  - 4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Section 2, Service Specifications and Section 3, Proposal Application Instructions,

as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
  - **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.
- G. **Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors

during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)

- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

*Note that price is not considered confidential and will not be withheld.*

- I. **Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
  - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
  - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Faxed proposals and/or submission of proposals on diskette/CD or transmission by email, website or other electronic means **are not permitted**.

## **IX. Discussions with Applicants**

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being

selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

## **X. Opening of Proposals**

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIV. Cancellation of Request for Proposal**

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

## **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

## **XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Lillian B. Koller	Name: Edward Igarashi
Title: Director	Title: Procurement Officer
Mailing Address: P.O. Box 339, Honolulu, Hawaii 96809	Mailing Address: P.O. Box 339, Honolulu, Hawaii 96809
Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813	Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**



## Section 2

### Service Specifications

#### I. Introduction

##### A. Overview, Purpose or Need

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), and the Office of Youth Services (OYS) are collaborating to request proposals from qualified applicants to provide non-school hour programs for students enrolled in kindergarten through twelfth grade. The objective of the Request for Proposals (RFP) is to award funds for positive youth development program services and activities to help children and youth maintain safe, healthy lifestyles, and to prevent and reduce out-of-wedlock pregnancies.

The 2006 Hawaii State Legislature appropriated state general funds through Act 281/SLH for the OYS, Department of Education (DOE), and the four counties' Departments of Parks and Recreation (DPR) to establish programs services and activities to provide safe, structured learning environments for children and youth during non-school hours. The purpose of Act 281/SLH 2006 was articulated as follows:

“The legislature finds that many children are on their own in the mornings and afternoons before and after the school bell rings. Nationally, nearly two-thirds of school-age children are in homes with both parents working, yet very few communities have a comprehensive system of before and after-school care for children. While Hawaii is fortunate to have the A+ program for students in grades K-6, older children also need adult supervision. When older children are unsupervised in the morning, afternoon, evening, weekend, and holiday hours, statistics clearly show that rates of juvenile crime, drug use, and experimentation with tobacco, alcohol, and sex increase.”

As a result of Act 281 funding, DOE, OYS, and DPR implemented non-school hours programs and services, serving over 4,900 children and youth state-wide during FY 2008. To continue the intent of Act 281/SLH, the 2008 Hawaii State Legislature stipulated that Temporary Assistance for Needy Families (TANF) federal block grant funds appropriated to DHS be expended for non-school hours programs and services.

TANF is intended to help families achieve self-sufficiency, and as defined by the U. S. Department of Health and Human Services, has four purposes:

- PURPOSE 1: To provide assistance to needy families;
- PURPOSE 2: To end dependence of needy parents by promoting job preparation, work and marriage;
- PURPOSE 3: To prevent and reduce out-of-wedlock pregnancies; and
- PURPOSE 4: To encourage the formation and maintenance of two-parent families.

Any of the four (4) TANF purposes listed above are federally mandated requirements that must be addressed when expending TANF block grant funding. TANF purpose 3 shall be addressed via positive youth development programs and services implemented during non-school hours for children and youth through this RFP.

**B. Planning Activities Conducted In Preparation for this RFP**

Information for the RFP was gathered at a request for information (RFI) meetings held on October 1, 2008. The RFI meeting was attended by 23 individuals representing 17 agencies. In addition, an RFI was posted on the Procurement Notice System (PNS) website. The information gathered highlighted the need for non-school hours programs in the communities, providing a safe place where children and youth can participate with adult guidance and supervision in a variety of group settings. The information from the RFI meeting and from letters and e-mail submitted under the RFI was considered in developing this RFP.

**C. Description of the Goals of the Service**

The DHS is looking for qualified applicants to provide non-school hour programs and services in safe, structured learning environments. Interested applicants should propose specific programs and services that will address the unique needs and issues of youth in their communities during non-school hours. Innovative programs not widely available in the community today are encouraged. In accordance with the intent of Act 281/SLH 2006, all programs that are funded shall demonstrate a commitment to partnering with public and private sectors and involve youth as active participants in all phases of program planning, implementation, and evaluation. Additionally, programs shall meet each quarter with their community partners for the purpose of program evaluation and improvement.

**D. Description of the Target Population to Be Served**

The target population for the services includes children and youth enrolled in school and/or educational programs between the grades of kindergarten through twelfth grade. Preference will be given to programs that serve youth attending middle school (6<sup>th</sup>-8<sup>th</sup> grades), are located in rural communities that have minimal

free-time alternatives for youth, and/or service to disabled youth with limited access to existing programs.

**E. Geographic Coverage of Service**

The request is for services to be provided in various regions—Oahu (Leeward, Honolulu, Windward, Central), Maui, Molokai/Lanai, East Hawaii, West Hawaii, and Kauai. The DHS reserves the right to make awards based on the uniqueness and appropriateness of addressing needs of youth with non-school hour programs, and the best configuration of services state-wide. Should an inadequate number of responsive and responsible proposals be submitted for a geographic area or should insufficient monies be available, DHS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

**F. Probable funding amounts, source, and period of availability**

1. Funding Period: 6/22/09 – 6/30/10
2. Approximate Total Amount of TANF Block Grant allocation:  
\$352,000.00
3. The DHS anticipates funds to be awarded for one 12-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.
4. The DHS anticipates award amounts to be in the range of \$25,000 - \$75,000.00. Applications with proposed funding amounts beyond \$75,000.00 will not be considered.
5. In the interest of avoiding duplication of services and providing the widest distribution of awards, preference will be given to programs that are not currently receiving state resources to provide similar non-school hours services.

**II. General Requirements**

**A. Specific Qualifications or Requirements, Including But Not Limited To Licensure Or Accreditation**

1. The applicant shall comply with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
2. The applicant shall also comply with the applicable federal cost principles if awarded federal funding. The following are federal cost principles and applicable regulations which can be accessed on the federal website:

Office of Management and Budget Circular (OMB) A-122, "Cost Principles for Non-Profit Organization"

Website <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

OMB Circular A-87, "Cost Principles of State, Local, and Indian Tribal Government"

Website <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>

Code of Federal Regulations

Website <http://www.access.gpo.gov/nara/cfr>

FEDERAL INFORMATION IN THE AREAS OF COST PRINCIPLES AND REGULATIONS ARE NOT LIMITED TO THE WEBSITES LISTED ABOVE.

3. The applicant shall also comply with the requirements of the federal grant if awarded federal funding. Federal grant funding includes:

C.F.D.A. #93.558 TANF Block Grant

Website <http://www.cfda.gov>

4. The applicant shall arrange for a financial and compliance audit to be done and submitted to the DHS as directed in accordance with "Government OMB Circular A-133" if Applicant expends \$500,000 or more in federal funds in a year.
5. The applicant shall refund to the State any funds unexpended or expended inappropriately.

**B. Secondary Purchaser Participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.Planned secondary purchases: none planned**C. Multiple Or Alternate Proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

All proposals will be evaluated, ranked and awarded separately, and not in relationship with any other alternate proposals submitted.

**D. Single Or Multiple Contracts To Be Awarded**

(Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the DHS deems appropriate to best meet the needs of programs and communities statewide after all proposals are reviewed.

**E. Single Or Multi-Term Contracts To Be Awarded**

(Refer to §3-149-302, HAR)

☒ Single term ( $\leq 2$  yrs) ☐ Multi-term ( $> 2$  yrs.)

Contract terms:

The initial contract period shall be for one (1) year. Contracts may be extended, at the discretion of the DHS, up to one (1) additional 12-month period up to a maximum of two (2) years. The option for renewal or extension shall be based on the program's satisfactory performance and the availability of funds.

**F. RFP Contact Person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful applicant or applicants. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP contact: Merton Chinen  
 Office of Youth Services  
 820 Mililani Street Suite 817  
 Honolulu, HI 96813  
 Telephone: (808) 587-5700  
 Fax: (808) 587-5734  
 e-mail: [mchinen@dhs.hawaii.gov](mailto:mchinen@dhs.hawaii.gov)

### III. The Scope of Work

The Scope of Work includes the following tasks and responsibilities:

#### A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. **Service Framework.** Proposed services shall reflect the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus shall be on youth in the context of specific communities; therefore, services provided shall be:

- a. Holistic in nature, impacting the mind, attitude, and behavior;
- b. Outcome-based;
- c. Based on effective practice;
- d. Collaborative in nature;
- e. Culturally, developmentally, and gender-appropriate;
- f. Provided by nurturing and caring adults and appropriately trained peers;
- g. Strengths based.

Services should incorporate effective practices to promote the reduction of the risk factors and the increase of the protective factors for children and youths. Reducing risk factors and increasing protective factors for youth, families, and their communities can best be accomplished by a holistic and multi-sector approach.

2. **Positive Youth Development.** The DHS recognizes that focusing on positive youth development serves as an effective strategy for the prevention of many adolescent risky behaviors such as early sexual involvement, unprotected sexual behavior, drug use, truancy and dropping out of school, delinquency and violence. Youth engaged in such risky behaviors are less likely to attain a high level of education or employment and more likely to have unstable partner/family relationships and to live in poverty.

Positive youth development programming provides a framework and a coordinated effort for addressing youth issues to ensure youth have the opportunity to develop social, emotional, cognitive, behavioral and moral competencies and resiliency to enable them to achieve a successful transition to young adulthood. Youth development programs are especially important for youth who have little or no support from families, schools, and communities. For the purposes of this RFP, positive youth development programs are approaches that seek to achieve one or more of the following objectives:

- a. Promotes bonding;
- b. Fosters resilience;
- c. Promotes social competence;
- d. Promotes emotional competence;
- e. Promotes cognitive competence;
- f. Promotes behavioral competence;
- g. Promotes moral competence;
- h. Fosters self-determination;
- i. Fosters spirituality;
- j. Fosters self-efficacy;
- k. Fosters clear and positive identity;
- l. Fosters belief in the future;
- m. Provides recognition for positive behavior;
- n. Provides opportunities for prosocial involvement;
- o. Fosters prosocial norms.

3. **Specific Program Activities.** The applicant shall provide services and activities matched to the cognitive, physical, social, and emotional developmental abilities of children and youth. In accordance with the intent of Act 281/SLH 2006, all applicants shall demonstrate a commitment to partnering with public and private sectors and involve youth as active participants in all phases of program planning, implementation, and evaluation. Applicants are especially encouraged to collaborate with the local school complexes of the State Department of Education and the respective county Departments of Parks and Recreation, to plan and implement programs for the targeted youth to assure youth have access to resources and services and to effectively meet their needs. The applicant shall propose programs, services, and activities that:

- a. Are responsive to and reflect the culture, ethnicity, and identity of the program participants and that are delivered within contexts that promote an understanding and appreciation of the ethnic and cultural diversity of the community.
- b. Specifically address the areas of social, emotional and physical competence and well-being, knowledge, reasoning and creativity, career and vocational preparation, and social responsibility for program participants through:
  - 1) Youth Leadership activities that allow youth to experience leadership, group dynamics and problem solving opportunities such as, but not limited to, youth advisory boards, youth council, and youth representatives on community collaboration efforts;
  - 2) Character and Social-Emotional Skills Development activities that encourage youth to be responsible, reflective, confident, caring, and “pono”, through activities such as supportive peer group work, exposure to different life experiences via community excursions, guest speakers, personal well-being activities including goal-setting, forgiveness, conflict resolution, etc.
  - 3) Educational Development and Career Exploration activities such as, but not limited to, tutoring (including peer tutoring), enhanced instructional opportunities, and hands-on projects that promote academic improvement, coursework completion and high school graduation to prepare youth for higher level academic and/or vocational education;
  - 4) Community Service and Service Learning activities that engage youth and provide them with significant roles in planning and implementing activities, as well as opportunities to contribute to the organization and the community;
  - 5) Intergenerational Program and Mentoring activities that provide youth with opportunities to be involved with adults in meaningful interactions and quality relationships that are consistent and that provide approval for pro-social behaviors and accountability for negative behaviors;
  - 6) Performing and Visual Arts and Humanities activities that enhance learning and creative opportunities through drama, storytelling, poetry, writing, and music; and
  - 7) Sports, Fitness and Health activities that improve physical health, self-concept, athletic and scholastic competence, and physical appearance;



encourage working as a team; provide nutrition exploration; develop resistance skills; and discuss contraceptive practices/abstinence.

### **3. Preferences.**

While all proposals that address the requirements of the RFP will be considered, preference will be given to applicants proposing services and programs that serve youth attending middle school (6<sup>th</sup> – 8<sup>th</sup> grade), are located in rural communities that have minimal free-time alternatives for youth, and/or disabled youth with limited access to existing programs.

### **4. Program Design and Evaluation.** The description of the design, implementation, and evaluation of the proposed services should include, but not be limited to:

- a. The process utilized to involve youth in planning activities;
- b. The process the applicant has utilized or will utilize to identify positive youth development program models/curricula that are shown, or has promise, to be effective in addressing the needs of youth within its community;
- c. The plans to train current agency staff to provide youth services;
- d. The means and process for identifying, engaging, and enrolling youth for services and maintaining their participation;
- e. The means by which the agency will assess the impact of the services on program participants; and
- g. The process the agency will undertake for design changes to refine programs to ensure that the needs of youth are effectively addressed.

### **5. Transportation** Transportation of youth to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to include anticipated cost for transportation in their cost proposal to the State, including items such as bus passes, gas coupons, rental/lease of vehicles, etc.

## **B. Management Requirements**

### **1. Personnel**

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender

Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.

- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the propose services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of positive youth development philosophy and strategies.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target population to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

## **2. Administrative**

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant shall meet quarterly with their community partners for purposes of program evaluation and improvement.
- c. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- d. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.

- e. The DHS reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the DHS reserves the right to add in additional or decrease funds at its discretion.
- f. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- g. The applicant may not charge youth and/or their families more than a token amount for program services. Participation in services shall not be denied if the youth and families are not able to pay.
- h. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- i. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the DHS for review for appropriateness and relevancy.

### **3. Quality Assurance And Evaluation Specifications**

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawai'i Revised Statutes. Contract monitoring shall include:
  - 1) Reviewing and approving of changes to contract's fiscal and program items, especially the budget, budget revision request, invoices, performance measures plan, the performance measures report, the administrative assurance, the assurance of collaboration, and other documents submitted to the DHS.
  - 2) Periodic site visits, both scheduled and unscheduled, to review major program service areas, such as:
    - a.) Staff qualification, organization, and effectiveness.
    - b.) Outcomes planning, implementation, and evaluation.
    - c.) Collaboration (Informal and formal agreements and subcontracts).
    - d.) File maintenance and record keeping.

- e.) Facility accessibility, suitability, and safety.
  - f.) Transportation and other liability issues.
  - g.) Consumer satisfaction.
- b. The applicant shall allow the DHS access to all materials, files, and documents relating to the provision of services. In addition, the DHS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.

#### 4. Output and performance/outcome measurements

- a. For this RFP, the focus will be on specific achievements of outcomes and milestones within the context of the positive youth development program and specific measurable changes in the youth's skills, attitudes, and/or behaviors. The outcomes describe the anticipated change in program participants that occurs as a result of the service provided. The successful achievement of milestones should be verifiable and documented by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant. Applicants shall utilize Form 4-1, Performance Plan, located in Section 5, Attachments, to list the proposed outcomes and milestones to be achieved.

In developing outcome performance measures, applicants shall address one of the following competency areas in their proposals, and include four to five milestones that constitute achievement of the outcome:

- 1) Youth Leadership activities that allow youth to experience leadership, group dynamics and problem solving opportunities such as youth advisory boards, youth council, and youth representatives on community collaboration efforts:

**Of the \_\_\_\_ participants, 75% will improve and demonstrate their leadership skills as a result of participating in \_\_\_\_\_ program activities/services.**

- 2) Character and Social-Emotional Skills Development activities that encourage youth to be responsible, reflective, confident, caring, and "pono", through activities such as supportive peer group work, exposure to different life experiences via community excursions, guest speakers, personal well-being activities including goal-setting, forgiveness, conflict resolution, etc.:

**Of the \_\_\_\_ participants, 75% will increase their character development and social-emotional skills as a result of participating**

in \_\_\_\_\_ program  
activities/services.

- 3) Educational Development and Career Exploration activities such as tutoring (including peer tutoring) that promote academic improvement, coursework completion and high school graduation to prepare youth for higher level academic and/or vocational education:

**Of the \_\_\_\_ participants, 75% will increase and demonstrate their improvement in (select from the following: G.P.A by \_\_\_\_ points by the next reporting period; academic course work completion; progress toward high school graduation; post graduation planning; career development knowledge and skills)**  
\_\_\_\_\_ as a result of participating in  
\_\_\_\_\_ program activities/services.

- 4) Community Service and Service Learning activities that engage youth and provide them with significant roles in planning and implementing activities, as well as opportunities to contribute to the organization and the community.

**Of the \_\_\_\_ participants, 75% will increase their involvement with, and service to, the community as a result of participating in**  
\_\_\_\_\_ program activities/services.

- 5) Intergenerational Program and Mentoring activities that provide youth with opportunities to be involved with adults in meaningful interactions and quality relationships that are consistent and that provide approval for pro-social behaviors and accountability for behaviors that have a negative impact on self and others.

**Of the \_\_\_\_ participants, 75% will improve their overall functioning through increased pro-social behaviors and accountability for negative behaviors through quality relationships with identified adults as a result of participating in**  
\_\_\_\_\_ program activities/services.

- 6) Creative, Performing and Visual Arts and Humanities activities that enhance learning and creative opportunities through drama, story telling, poetry, writing, and music.

**Of the \_\_\_\_ participants, 75% will increase and demonstrate their knowledge and skills in the creative, performing, visual arts, and/or humanities as a result of participating in**  
\_\_\_\_\_ program activities/services.

- 7) Sports, Fitness and Health activities that improve physical health, self-concept, athletic and scholastic competence, and physical appearance; encourage working as a team; provide nutrition exploration; develop resistance skills; and discuss contraceptive practices/abstinence.

**Of the \_\_\_\_ participants, 75% will increase and demonstrate their competencies in \_\_\_\_\_ (select from the following: physical health; self-concept; athletics; appearance, teamwork skills; nutrition knowledge; resistance skills; contraceptive practices/abstinence; other - specify) as a result of participating in \_\_\_\_\_ program activities/services.**

- b. Upon execution of a contract, the applicant shall use the Milestone Achievement Form and Monthly Performance and Reimbursement Report to report on program performance and outcome measures. See Attachment E, in Section 5 of the RFP, for a sample form.
- c. As part of the contractual responsibility, the selected applicant will commit to these performance measures as well as any additional performance measures to be finalized with the DHS. The applicant will track and report progress toward these targets through a standard performance measures reporting format and meet periodically with the DHS to review results and make necessary modifications and corrections.

## **5. Reporting Requirements For Program And Fiscal Data**

Contracts are programmatically and fiscally monitored by the DHS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the DHS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

Timely program reports as specified by the DHS will be due monthly and at the end of each budget period. Applicants shall prepare and provide the Monthly Performance and Reimbursement Report Form based on their Milestone Achievement Form. The Milestone Achievement Form shall detail, by participant and milestones completed, the amount charged to the State for compensation. The applicant shall submit to DHS its final Expenditure Report form no later than 30 days after the end of each budget period.

### **C. Facilities**

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population.

## IV. Compensation And Method Of Payment

### A. Pricing or Pricing Methodology to be Used

Pricing shall be based on a Milestone Payment System. The State shall utilize a unit of service and unit rate structure as a method to calculate, confirm, and compensate for service delivery. The specific units of service definition and rate structure will be subject to negotiation based upon the applicant's budget proposal, service delivery approach, specific activities, and outcomes/milestones achievement proposed.

### B. Method of Compensation and Payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122).

The Provider shall submit a monthly Summary Report and Milestone Achievement Form specifying the services provided, milestones achieved, and payments due, according to the Agreement.

Payments shall be made in monthly installments upon the monthly submission of the Summary Report and Milestone Achievement Form. The Milestone Achievement Form shall include the Provider's name shown in the Agreement, the Agreement number, and a detailed breakdown of milestones achieved for the monthly installment. All milestone costs shall not exceed total costs listed in the Agreement. There will be no initial payment. **No payments shall be made in advance or prior to service delivery and achievement of milestones.**

## **Section 3**

# **Proposal Application Instructions**



## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Applicants must not exceed specified page limits. Attachments are not included within the page limits.*
- *Use 1" margins.*
- *Use 12 point font.*
- *Use single space pages.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections :

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

## **I. Program Overview (Not to exceed 2 pages; 0 points)**

Applicant shall give a brief overview and succinct summary of the contents of the proposal to orient evaluators as to the program/services being offered. The overview shall include:

- A description of the specific geographic region/s where the proposed services will be delivered;
- A brief profile of the target population and data sources used to create the profile;
- The goals and objectives related to the service activity;
- A brief explanation of how the proposed services will meet the needs and impact the development of the target population;
- A statement of the applicant's mission and vision and their alignment with proposed services.

## **II. Experience and Capability (Not to exceed 5 pages; 15 points)**

### **A. Necessary Skills (5 Points)**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience (4 points)**

The applicant shall provide a description of projects/contracts for the most recent two (2) years pertinent to the proposed services and target population. Applicant shall include points of contact, addresses, email, and phone numbers. The DHS reserves the right to contact references to verify successful experience.

### **C. Quality Assurance and Evaluation (2 Points)**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services (2 Points)**

The applicant shall demonstrate the capability to collaborate and coordinate services with other agencies, including the Department of Education and county Departments of Parks and Recreation, and resources in the geographic region of the proposed service delivery. The applicant shall describe past experiences in collaborating and coordinating related services and provide documentation to support this description.

**E. Facilities (2 Points)**

The applicant shall provide a description of its facilities and demonstrate the adequacy of facilities in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

**III. Project Organization and Staffing (Not to exceed 3 pages; 15 points)****A. Staffing****1. Proposed Staffing (5 Points)**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity that are reasonable to ensure the viability of the services. Applicant shall list all staff that will be responsible for providing proposed services, including contract oversight functions and direct services to youth and their families. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**2. Staff Qualifications (4 Points)**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Job descriptions and resumes of staff providing services shall be included. (Refer to the qualifications in the Service Specifications, as applicable.)

**B. Project Organization****1. Supervision and Training (4 Points)**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

**2. Organization Chart (2 Points)**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

If the applicant does not have an organization chart, the applicant shall state so and name the person(s) directly responsible for the specific prevention services to be delivered.

#### **IV. Service Delivery (Not to Exceed 15 pages; 60 points)**

Applicant shall include a detailed discussion of the approach to applicable service activities and management requirements found in Section 2, Item III. - Scope of Work for the service area that the applicant is proposing services. The discussion of the proposed service delivery shall include:

- A brief summary of the applicant's philosophy and service framework and describe how it relates to a positive youth development framework, including the reduction of risk factors, and an increase in protective factors.
- A work plan of all activities and tasks to be completed, related work assignments, responsibilities, and service plan that clearly articulates the overall service flow from program entry to program completion, as appropriate.
- A timeline schedule of steps to be taken in planning and implementing the required services and related activities.
- Details of how the proposed work plan and service activities are consistent with the outcomes and objectives, service framework, and characteristics of effective and/or promising programs.
- Preliminary outcomes that are expected as a result of the program's activities, including proposed number of youth served and the expected change in the youth (see Section V., Attachment D, Form 4-1, for sample performance plan form).

#### **V. Financial (10 Points)**

##### **A. Pricing Structure (8 Points)**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal should be reasonable and adequately justified, and fully support the scope of service and requirements of the RFP. The cost proposal shall be attached to the Proposal Application.

DHS will use a Milestone Payment System that will be based on milestones and units of service rate. The total amount requested based on the estimated number of clients to be served under the Milestone Payment System should match the total budget amount submitted in the required SPO-H budget forms.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

Form SPO-H-205	Budget
Form SPO-H-206A	Personnel – Salaries and Wages
Form SPO-H-206B	Personnel – Taxes, Assessments & Fringe Benefits
Form SPO-H-206C	Travel Inter-Island
Form SPO-H-206E	Contractual Services - Administrative
Form SPO-H-206F	Contractual Services - Subcontracts
Form SPO-H-206G	Indirect Costs
Form SPO-H-206H	Program Activities
Form SPO-H-206I	Equipment Purchases

## **B. Other Financial Related Materials**

### **1. Accounting System (1 point)**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a. Latest Single Audit Report of Financial Audit.
- b. Cost Allocation Plan, which demonstrates applicant's expenditures are allocated based on a plan that is reasonable, appropriate, and lawful.

### **2. Accounting Personnel (1 point)**

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting.
- b. Applicant shall describe what accounting qualifications are required for each of these positions if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### ***Proposal Application***

Program Overview	0 points
Experience and Capability	15 points
Project Organization and Staffing	15 points
Service Delivery	60 points
Financial	10 Points

**100 Points**

**TOTAL POSSIBLE POINTS**

**100 Points**

### III. Evaluation Criteria

#### A. Phase 1 – Evaluation of Proposed Requirements

##### 1. Administrative Requirements

- Application Checklist
- Tax Clearance Certificate (Form A-6)

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 – Evaluation of Proposal Application (100 Points)

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

##### 1. Experience and Capability (15 Points) The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

###### A. Necessary Skills (5 points)

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

###### B. Experience (4 points)

- Demonstrated minimum two (2) years experience delivering services related to requested services.

###### C. Quality Assurance and Evaluation (2 points)

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.



**D. Coordination of Services ( 2 points)**

- Demonstrated capability, in accordance with the intent of Act 281, to coordinate services with other agencies and resources in the community. Past Memoranda of Understanding (MOU)/Agreement (MOA), and/or letters document this ability.
- Sufficiency of collaboration and coordination plans related to implementation of proposed services.
- Documented support and involvement of agencies and community for the proposed services. Current letters of support and/or MOU/MOA provided, as applicable.

**E. Facilities (2 points)**

- Adequacy of facilities relative to the proposed services.
- Facilities meet ADA requirements, as applicable.

**2. Project Organization and Staffing (15 Points)**

*The State will evaluate the applicant's overall staffing approach to the service that shall include:*

**A. Staffing**

- Proposed Staffing (**5 points**): The proposed staffing pattern and youth/staff ratio are reasonable to insure viability of the services.
- Staff Qualifications (**4 points**): Minimum qualifications (including experience) for staff assigned to the program.

**B. Project Organization**

- Supervision and Training (**4 points**): Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (**2 points**): Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

### 3. **Service Delivery (60 Points)**

*Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.*

- The proposal provides services utilizing a positive youth development approach and framework, including the reduction of risk factors and an increase in protective factors. **(5 points)**
- The proposal provides services matched to the cognitive, physical, social, and emotional developmental abilities of children and youth. **(5 points)**
- The proposal provides services, activities, and programs that are responsive to and reflect the culture, ethnicity, and identity of the program participants and that are delivered within contexts that promote an understanding and appreciation of the ethnic and cultural diversity of the community. **(5 points)**
- The proposal adequately and clearly demonstrates a commitment to partnering with the public and private sector. **(5 points)**
- The proposal clearly provides for the involvement of youth as active participants in all phases of program planning, implementation and evaluation. **(5 points)**
- The proposal clearly describes services and activities that provide youth with safe, structured learning environments and programs during non-school hours. The proposed programs, services and activities utilize a positive youth development approach that seeks to achieve one or more of the objectives listed in Section 2, III, 2, page 2-7, of the RFP. **(15 points)**
- The proposal adequately and clearly provides a description of the work plan and timeline for the major activities and tasks to be completed, including clarity in work assignments and responsibilities. The work plan and timeline are realistic and practical. **(10 points)**

- Outcome/Milestone Performance Measures proposed for the program participants are appropriate for planned service activities and included in Form 4-1 Performance Plan. **(5 points)**
- The proposal includes all requested information, materials, or curriculum to support and document various service tasks or components, including a description of services anticipated to be subcontracted to other individuals or agencies. **(5 points)**

#### **4. Financial (10 Points)**

##### **A. Pricing Structure (8 Points)**

- Applicant submitted a cost proposal, including all budget forms and justifications.
- Applicant's cost proposal is reasonable and adequately justified, and fully support the scope of service and requirements of the RFP.

##### **B. Other Financial Related Materials**

###### **1. Accounting System (1 point)**

- Applicant submitted a latest single report of financial audit and cost allocation plan.

###### **2. Accounting Personnel (1 point)**

- Applicant identified staff positions responsible for maintaining accounting records and fiscal reporting.
- Applicant described what accounting qualifications are required for each of these positions if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.

##### **C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Draft Special Conditions
- D. Sample Performance Plan
- E. Sample Monthly Reports

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)			<b>X</b>	
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<i><b>Federal Certifications</b></i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Performance Plan, Form 4-1			<b>X</b>	
Work Plan			<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>2</b>
<b>A.</b>	Necessary Skills .....	2
<b>B.</b>	Experience.....	4
<b>C.</b>	Quality Assurance and Evaluation.....	5
<b>D.</b>	Coordination of Services.....	6
<b>E.</b>	Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
<b>A.</b>	Staffing.....	7
1.	Proposed Staffing .....	7
2.	Staff Qualifications .....	8
<b>B.</b>	Project Organization .....	9
1.	Supervision and Training .....	9
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery .....</b>	<b>10</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>22</b>
<b>VII.</b>	<b>Attachments</b>	
<b>A.</b>	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
<b>C.</b>	Organization Chart	
	Program	
	Organization-wide	
<b>D.</b>	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
<b>E.</b>	Program Specific Requirements	

**DRAFT SPECIAL CONDITIONS**

1. **Insurance.** Paragraph 1.4, Insurance, General Conditions, is modified and the PROVIDER agrees to the following:

In order to protect the PROVIDER as well as the State of Hawaii, the STATE, and their officers and employees covered under the indemnification provision in this Contract, the PROVIDER shall obtain and keep in force throughout the period of this Contract the following insurance:

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Contract shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The combined amount shall be at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) with respect to bodily injury and to property damage. The PROVIDER's policy shall name the STATE, the State of Hawaii and their officers and employees as additional insured. Prior to or upon execution of this Contract, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days' written notice of the intended cancellation.

If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Contract. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Contract, entitling the STATE to exercise any or all of the remedies provided in this Contract for default of the PROVIDER.

The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, General Conditions, the PROVIDER further agrees to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Agreement, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, General Conditions. The PROVIDER further agrees as follows:

The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Agreement. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Agreement. All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE. Except in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-

year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **Equipment.** All equipment purchased with contract funds under this Agreement including items of personal property, as distinguished from real property, that has an acquisition cost of \$1,000.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Agreement period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.
5. **Publications.** The PROVIDER shall submit all reports and written publications resulting from this Agreement for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

This project was supported by an Agreement from the Office of Youth Services, Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).

The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Youth Services (and if applicable, the federal grant agency).

6. **HIPAA.** In this Agreement "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.
7. **Federal Audit Requirement.** The PROVIDER, when required, shall have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) Circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations.



Office of Youth Services  
**PERFORMANCE PLAN**  
 (Submit One Copy For Each Target Group)

Note: To **X** a ☐ , Double Click On It, Select "Checked" Option

<b>Outcomes Plan Number (Check One):</b> <input type="checkbox"/> 1 Target Group <input type="checkbox"/> 2 Target Group	<b>Service Area for This Contract (Check One):</b>	<b>Date Submitted</b>	<b>Prepared By (Signature)</b>	<b>Date Approved</b>	<b>Approved By (Signature)</b>
<b>Contract Number:</b> DHS - <input style="width: 50px;" type="text"/> -OYS- <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Attendant Care <input type="checkbox"/> Diversion/Aftercare <input type="checkbox"/> Education/Vocation Services <input type="checkbox"/> Homelessness <input checked="" type="checkbox"/> Non-School Hours <input type="checkbox"/> Outreach & Advocacy <input type="checkbox"/> Youth Gang Prevention	<input type="checkbox"/> Positive Youth Development <input type="checkbox"/> Residential Emergency Shelter <input type="checkbox"/> Residential ILP <input type="checkbox"/> Residential Level I <input type="checkbox"/> Residential Level II <input type="checkbox"/> Truancy Prevention <input type="checkbox"/> Other _____	____/____/____	____/____/____	____/____/____
<b>Agency:</b> _____					
<b>Contract Start Date:</b> ____/____/____					
<b>Contract End Date:</b> ____/____/____					

**Target Group Description**

Target Type Codes (Use to Code Targets on the Following Pages)		Risk Level Targeted (Check One Level Only)	Regions Targeted (Check One or More)
Codes	Risk Factors	<input type="checkbox"/> <div style="text-align: center;"><b>Risk Level I</b></div> <ul style="list-style-type: none"> <li>At-risk for violence, substance abuse, and/or criminal activity due to geographic, ethnic, or socioeconomic factors.</li> </ul>	<input type="checkbox"/> Statewide (All Islands)  <input type="checkbox"/> Oahu (All) <input type="checkbox"/> Oahu: Central <input type="checkbox"/> Oahu: Honolulu <input type="checkbox"/> Oahu: Leeward <input type="checkbox"/> Oahu: Windward  <input type="checkbox"/> Hawaii (All) <input type="checkbox"/> Hawaii: East <input type="checkbox"/> Hawaii: West  <input type="checkbox"/> Kauai (All)  <input type="checkbox"/> Maui (All) <input type="checkbox"/> Maui: Lanai <input type="checkbox"/> Maui: Molokai
RF1	Reduce Delinquency (Including All Status Offense)		
RF2	Reduce Arrests		
RF3	Reduce Disproportionate Minority Contact (DMC)		
RF4	Reduce Substance Use, Abuse		
RF5	Reduce Anger, Violence		
RF6	Reduce Gang Activity		
RF7	Reduce Risk for Pregnancy		
RF8	Reduce Alienation	<input type="checkbox"/> <div style="text-align: center;"><b>Risk Level II</b></div> <p>Any One of the Following:</p> <ul style="list-style-type: none"> <li>Status offender: Chronically truant, runaway.</li> <li>Involved in gangs, violence, or substance abuse.</li> <li>Experiencing serious family problems.</li> <li>Abused and/or neglected.</li> </ul>	
	<b>Protective Factors</b>		
PF1	Increase Accountability and Independent Living Skills		
PF2	Improve Family Relationships		
PF3	Increase Connectedness with Community		
PF4	Increase Cultural Awareness, Appreciation		
PF5	Improve Self-Image, Self-Esteem		
PF6	Increase Pro-social Behavior and Social Competency		
PF7	Increase Health, Physical Competencies	<input type="checkbox"/> <div style="text-align: center;"><b>Risk Level III</b></div> <p>Any One of the Following:</p> <ul style="list-style-type: none"> <li>Any characteristic of Level II, but also has immediate need for food, shelter, clothing, and/or medical treatment.</li> <li>Involved in felony activity.</li> <li>Court adjudicated.</li> <li>At-risk for out-of-home placement.</li> <li>At-risk for secure confinement.</li> </ul>	
PF8	Increase Educational Competency (Improve GPA, Attendance)		
PF9	Increase Vocational Competency (Career Exploration, Job Training)		
PF10	Increase Family, Community Support of Youth's Program		
	<b>MAJOR LIFE DOMAINS TARGETED</b>		
D1	Individual		
D2	Peer		
D3	Family		
D4	Community	<input type="checkbox"/> <div style="text-align: center;"><b>Risk Level IV</b></div> <ul style="list-style-type: none"> <li>Chronic serious offender requiring secure confinement for safety of public and/or of self.</li> </ul>	

### Performance Plan

**Instructions:**

1. Referencing the Scope of Services, fill in performance target information, including sources of verification (i.e., "Youth Self-Reports", "Grades.")
2. Fill in projections (P) for number of youth expected to achieve each milestone in each quarter. SUBMIT THIS PLAN TO OYS within thirty days of contract execution.
3. Each quarter fill in actual (A) number of youth achieving each milestone. DO NOT SUBMIT TO OYS, BUT KEEP ON FILE.

P T	Performance Target (& Milestones to Performance Target)		1st		2nd		3rd		4th		One Year			
1	Performance Target (Arial Narrow, 8 Point Type) from Scope of Services:		#Carryovers from Previous Budget Period Under this Contract	P	A	P	A	P	A	P	A	Year Goal	YTD Actual	*Releases To Date
	PT Type (See Target Type Codes): <input type="text"/>													
		Milestones	Sources of Verification											
	a.	Milestone (Registration):												
	b.	Milestone:												
	c.	Milestone:												
	g	Milestone:												
	h.	Milestone (Last Milestone Is Achieving the Performance Target):												

\*Release = No Shows, Released for Misconducts, Dropouts, Transferees/Referrals. Do Not Release Youths Who Complete the Program.

#Carryovers = Numbers of Youth Carried Over from the Previous OYS Budget Period ***Under this Contract.***

# SAMPLE

Department of Human Services  
Benefit Employment Support Services Division  
TANF Purpose 3 - Positive Youth Development  
Monthly Performance and Reimbursement Report

ATTACHMENT E

Contract Cost \$48,000  
Report Period June 22, 2009 - June 30, 2010

**Program** Non-School HoursPositive youth development services  
**Description**

<b>Milestone #1</b>	<b>\$ 320.00</b> per youth (Max \$16,000)
Milestone Description	Complete assessment and/or intake of youth. (Goal: 50 youth)

Client Youth ID	Date of Intake
Youth ID	Date
Youth ID	Date
Youth ID	Date
Youth ID	Date

Number of clients for the month 12  
**Amount requested** \$ 3,840.00

<b>Milestone #2</b>	<b>\$ 16.67</b> per youth per month (Max \$8,000)
Milestone Description	Youth demonstrate an increase in GPA of .5 in report card or mid-quarter progress report through participation in homework assistance, 3x/week. (Goal: 40 youth)

Client Youth ID	Previous Quarter GPA	Recent Quarter GPA	
Youth ID	GPA	GPA	
Youth ID	GPA	GPA	
Youth ID	GPA	GPA	
Youth ID	GPA	GPA	

Number of clients for the month 5  
**Amount requested** \$ 83.35

<b>Milestone #3</b>	<b>\$ 16.67</b> per youth per month (Max \$6,000)
Milestone Description	Youth will increase their prosocial involvement and recognition for positive identify through participation in monthly planning sessions for quarterly community service projects. (Goal: 30 youth)

Client Youth ID	Monthly Planning Session	Quarterly Community Service Project
Youth ID		
Youth ID		
Youth ID		
Youth ID		

Number of clients for the month 12  
**Amount requested** \$ 200.04

<b>Milestone #4</b>	<b>\$ 33.34</b> per youth per quarter (Max \$8,000)
Milestone Description	Youth will increase their knowledge/skills in creative arts. (Goal: 20 youth)

Client Youth ID	Pre-Assessment Baseline	Ongoing Assessment Observation
Youth ID		
Youth ID		
Youth ID		
Youth ID		

Number of clients for the month 8  
**Amount requested** \$ 266.72

<b>Milestone #5</b>	<b>\$ 18.75</b> per youth per month (Max \$9,000)
Milestone Description	Youth will increase their physical health and athletic skill competence by 25%. (Goal: 40 youth)

Client Youth ID	Pre-Assessment Baseline	Ongoing Assessment Observation	
Youth ID			
Youth ID			
Youth ID			
Youth ID			

Number of clients for the month 5  
**Amount requested** \$ 93.75

<b>Milestone #6</b>	
Milestone Description	

Client Youth ID				
Youth ID				
Youth ID				
Youth ID				
Youth ID				

Number of clients for the month 5  
**Amount requested** \$ -

**TOTAL AMOUNT REQUESTED** \$ 4,483.86

SAMPLE

RECIPIENT ORGANIZATION  
Good Program Inc.

PROGRAM  
Non-School Hours

Contract Number XXX-XX-XX-XXXX      Report Period 6/22/09 - 6/30/10

Client Name/Client No.	Milestone #1			Milestone #2			Milestone #3			Milestone #4			Milestone #5			Milestone #6			Amount Requested
	\$ 320 / Intake			\$16.67 / Youth / Month			\$16.67 / Youth / month			33.34 / Youth / monthly			\$18.75 / Youth / Monthly						
	Intake Date TO	TO PAY	Previous Request	Month End Date	TO PAY	Previous Request	Month Date	TO PAY	Previous Request	Month Date	TO PAY	Previous Request	Month Date	TO PAY	Previous Request		TO PAY	Previous Request	
Abe	8/2/09	\$ 320.00					8/31/09	\$ 16.67		8/31/09	\$ 33.34							\$ 370.01	
Bob	8/2/09	\$ 320.00					8/31/09	\$ 16.67										\$ 336.67	
Curly	8/2/09	\$ 320.00		8/31/09	\$ 16.67		8/31/09	\$ 16.67		8/31/09	\$ 33.34		8/31/09	\$ 18.75				\$ 405.43	
Dee	8/2/09	\$ 320.00		8/31/09	\$ 16.67		8/31/09	\$ 16.67										\$ 353.34	
Edie	8/2/09	\$ 320.00		8/31/09	\$ 16.67		8/31/09	\$ 16.67					8/31/09	\$ 18.75				\$ 372.09	
Fred	8/2/09	\$ 320.00		8/31/09	\$ 16.67		8/31/09	\$ 16.67		8/31/09	\$ 33.34		8/31/09	\$ 18.75				\$ 405.43	
George	8/2/09	\$ 320.00		8/31/09	\$ 16.67		8/31/09	\$ 16.67		8/31/09	\$ 33.34		8/31/09	\$ 18.75				\$ 405.43	
Halle	8/2/09	\$ 320.00					8/31/09	\$ 16.67		8/31/09	\$ 33.34		8/31/09	\$ 18.75				\$ 388.76	
Iris	8/2/09	\$ 320.00					8/31/09	\$ 16.67		8/31/09	\$ 33.34							\$ 370.01	
Jack	8/2/09	\$ 320.00					8/31/09	\$ 16.67		8/31/09	\$ 33.34							\$ 370.01	
Karen	8/2/09	\$ 320.00					8/31/09	\$ 16.67		8/31/09	\$ 33.34							\$ 370.01	
Larry	8/2/09	\$ 320.00					8/31/09	\$ 16.67										\$ 336.67	
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CERTIFICATION: I certify to the best of my knowledge and belief that this report is true in all respects and that all services have been performed for the purpose and conditions of the grant agreement.

PRINT NAME  
  
  
SIGNATURE

TITLE  
  
Program Specialist  
  
DATE  
  
Review Date

PHONE

Contract Total	\$48,000.00
YTD Paid	\$4,483.86
Remaining Funds	\$43,516.14